

*** * * * IMPORTANT INFORMATION * * * ***

BIRTH CERTIFICATE - You must bring your certified birth certificate or acceptable alternates as proof of citizenship (see below). **DO NOT BRING HOSPITAL BIRTH RECORD, IT IS NOT ACCEPTABLE.** Information will be taken from it only, we will not keep it.

SOCIAL SECURITY CARD - You must bring your social security card with you when you report for duty. If you do not have a number, apply to the nearest Social Security Office for your permanent number.

AUTOMOBILE REGISTRATION - You will be required to register your automobile with Security Police. You must bring your Government ID, driver's license and one of the following as proof of vehicle ownership: (1) current state registration, (2) temporary registration, (3) title, (4) bill of sale less than one month old, (5) lease agreement, or (6) insurance card w/vehicle description (i.e. 95 Ford Ranger); Van and license plate number alone is not sufficient.

TRANSPORTATION - Please make sure you have transportation when you report for duty. You will go to your duty station when you have completed processing in.

DOCUMENTS ACCEPTABLE FOR PROOF OF U.S. CITIZENSHIP

certificate must show the birth record was filed shortly after birth and must be certified with the registrar's signature and a raised, impressed or multi-colored seal of the office. **UNCERTIFIED COPIES OF BIRTH CERTIFICATES AND HOSPITAL RECORDS ARE NOT ACCEPTABLE.**

a. A **DELAYED BIRTH CERTIFICATE** (a record filed more than one year after the date of birth) is acceptable provided it shows the report of birth was supported by acceptable secondary evidence of birth as described in 1.b. below.

b. If such primary evidence is not obtainable, a notice from the registrar stating no birth record exists should be submitted. The notice shall be accompanied by the best combination of secondary evidence obtainable. Such evidence may include a baptismal certificate, a certificate of circumcision, a hospital birth record, affidavits of persons having personal knowledge of the facts of the birth, or other documentary evidence such as: early census, school or family bible records, newspaper files or insurance papers. Secondary evidence should be dated as close to the time of birth as possible.

2. A **CERTIFICATE OF NATURALIZATION** should be submitted if you claim citizenship by naturalization.

3. A **CERTIFICATE OF CITIZENSHIP** issued by the Immigration and Naturalization Service shall be submitted if citizenship was acquired by birth abroad to a U.S. citizen parent or parents. A **REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA** (Form FS-240), A **CERTIFICATION OF BIRTH** (Form FS-545 or DS-1350), or a **CERTIFICATE OF CITIZENSHIP** is acceptable if citizenship was acquired by birth abroad to a U.S. citizen parent or parents.

4. A **U.S. PASSPORT**, or one in which you were included, will be acceptable as proof of citizenship.